

9 JAN 1957

WB

**MEMORANDUM FOR: Deputy Director (Support)**

**SUBJECT: Presentations for the Director's Executive Staff Meeting**

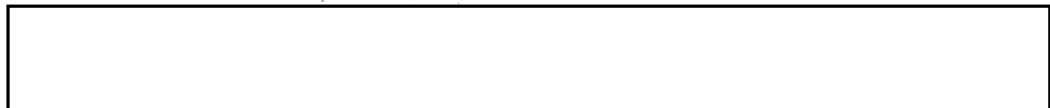
1. Pursuant to your recent request, I have prepared this list of subjects which merit presentation before the Director's Executive Staff Meeting at those times which may be allocated to the Office of Training:

a. With regard to our instructional programs:

- (1) Management training in the Agency;
- (2) Training for new professional employees;
- (3) Foreign Language training abroad;
- (4) Preliminary activities toward interdepartmental language instructional programs;
- (5) Agency training requirements;
- (6) Agency training standards.

b. With regard to OTR support and staff activities:

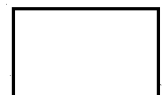
- (1) Agency Personnel Testing Activities;



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(3) Some aspects of fitness reporting (in coordination with the Office of Personnel);

(4) Instructor rotational policies;

(5) Identification of JOT eligibles;

(6) Development of the JOT.

2. These topics are not listed in any order of preference. May I request that the scheduling of any one of the topics be a matter of discussion with you before developing the outline of the presentation.

  
MATTHEW BAIRD  
Director of Training

CTR/PPS/ (9 January 1957)

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(Hand-carried to  by PPS- 9 Jan 57)